

14 JUNE 2001



Communications and Information

***DORMITORY INFORMATION PROTECTION
AND ADPE ACCOUNTABILITY***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the 3rd Wing WWW site at: <http://infonet/irgs/3wg/3sptg/3cs/scs/scsp/pdl/index.htm>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: 3 CS/SCB (Capt Gerald Stewart)

Certified by: 3 SPTG/CC (Col Timothy W. Van
Splunder)

Pages: 3

Distribution: F

This instruction implements AFD 33-1, *Command, Control, Communications, and Computer (C4) Systems*, and is used in conjunction with AFI 33-119, *E-Mail Management and Use*, 33-129, *Transmission of Information Via The Internet*, 33-112, *Computer Systems Management*, and 3rd Wing Memorandum, dated 3 Jan 01; Subject: *3rd Wing Commander's E-Mail and Internet Use Policy*. It prescribes policies, procedures, and responsibilities governing the operation, use, security, and accountability of computer systems within Elmendorf dormitories. Members who violate any of the specific prohibitions contained in paragraphs 2.1.1 through 2.4.2 can be prosecuted under Article 92 of the UCMJ, as well as under any other applicable Articles of the UCMJ. This publication does not apply the US Air Force Reserves or Air National Guard units and members.

1. Responsibilities:

- 1.1. Dormitory managers will be appointed as organizational computer monitors (OCM) covering the dormitories/buildings under their responsibility, and ensure the following procedures are accomplished:
- 1.2. Ensure all dormitory personnel have read and understand this instruction.
- 1.3. Ensure all new dormitory residents have processed through their unit work group managers and have been granted access through Elmendorf's Base Network Control Center (NCC), before granting access to the computer resource room.
- 1.4. Ensure all computer/network outages are reported to unit/group workgroup administrators (WGA), workgroup managers (WGM), and functional system administrators (FSA) for correction. Outages beyond the scope of these network professionals will be reported by WGAs, WGMs, and FSAs to the Base NCC help desk.

1.5. Periodically, scan systems for unauthorized games, chat programs, and internet sites. The OCM will notify the WGAs, WGMs, and FSAs immediately of any discrepancies. Those incidents where sites identified as inappropriate by the 3rd Wing Commander's E-Mail and Internet Use Policy or prohibited by AFI, will be turned over to the Air Force Office of Special Investigations (AFOSI), 3rd Security Forces, or command channels (unit commanders, and first sergeants), as appropriate, for action.

1.6. Monitor the paper and toner supply for the printer and acquire replacement supplies as deemed appropriate by the unit funding resources.

1.7. Assist users with any login/account problems and turn them over to WGAs, WGMs, and FSAs if beyond their knowledge for correction.

2. Procedures:

2.1. Security:

2.1.1. At no time will unattended systems be logged on to the network under an individual's login name. All users will log off of the system when they are finished.

2.1.2. Any user finding a virus will report it immediately to the OCM who will notify WGAs, WGMs, and FSAs as appropriate for forwarding to the 3rd Wing Information Assurance Office. If the virus is found after duty hours, the OCM will disconnect the terminal from the network and power down the system. The OCM will also post a sign on the system stating not to power up the system or attempt to bring it back online.

2.1.3. A key entry locked door will be used to secure access to the computer resource room when no one is present in the room. The key combination will not be given to personnel not assigned to that dormitory.

2.1.4. No personnel will remove or relocate any automated data processing equipment (ADPE) from the computer resource room. The OCM is the only authorized individual to remove any ADPE from this room with the knowledge of the ADPE equipment custodian, which in most circumstances will be the dormitory manager.

2.1.5. Dormitory guests not having a signed NSA Form G6521 on file with the NCC, and an active authorized Elmendorf network account, will not be permitted to use systems installed in the dormitory computer resource rooms.

2.2. Shareware/Freeware/Personal Software:

2.2.1. Shareware/freeware software will not be installed on the computer resource room computers without the written approval of the network designated approval authority.

2.2.2. If software/freeware is approved, proof of payment and licensing agreements will be maintained by the OCM for that computer resource room's systems.

2.2.3. Personal software is prohibited.

2.3. Internet Access:

2.3.1. The policy described in the 3rd Wing Commander's E-Mail and Internet Use Policy letter will be strictly adhered to.

2.3.2. The use/acceptance of “Internet Cookies” is unauthorized. Internet browsers will be configured to warn before accepting a “cookie” and if possible, automatically reject them.

2.3.3. At no time will any internet chat programs be loaded on the systems.

2.4. Games:

2.4.1. At no time will individuals install/load any games onto any government owned system except for those, which originally bundled with the network operating system.

2.4.2. On-line gaming is prohibited.

DOUGLAS M. FRASER, Colonel, USAF
Commander